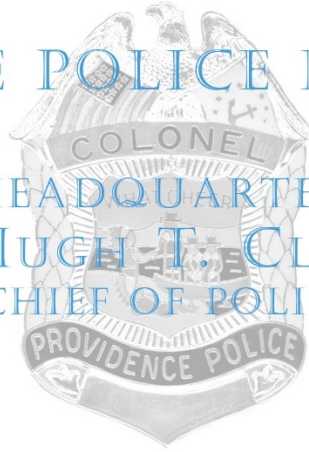


PROVIDENCE POLICE DEPARTMENT

HEADQUARTERS
COLONEL HUGH T. CLEMENTS, JR.
CHIEF OF POLICE



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	120.05	8/18/2014	8/18/2014
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
Cash Transaction Accounting		7/14/2014	
REFERENCE		RE-EVALUATION DATE	
CALEA 17.4.2		As Needed	
SUBJECT AREA		DISTRIBUTION	
Administration		All Personnel	

PURPOSE

The purpose of this policy is to establish the guidelines to be followed when a Department member receives, maintains, or disburses cash in the course of official Department business.

POLICY

Monies received and/or disbursed by members of the Department for services rendered or in the course of investigative activities require an accounting process. In order to protect the integrity of employees and the Department, the following procedures shall be followed.

DISCUSSION

N/A

PROCEDURE

I. GENERALLY

- A. The following shall be required for cash funds or accounts where agency personnel are permitted to receive, maintain, or disburse cash, as applicable:
 1. A balance sheet, ledger, or other system that identifies initial balance, credits (cash income received), debits (cash disbursed), and the balance on hand.

2. Receipts or documentation for cash received.
3. Authorization for cash disbursement, including authorization for expenses in excess of a given amount.
4. Records, documentation, or invoices for cash expenditures.
5. Designation of persons authorized to disburse or accept cash.
6. At a minimum, quarterly accounting of cash activities.

II. RECORDS BUREAU TRANSACTIONS

A. Authorization.

1. Cash transactions are authorized only for transactions within the Records Bureau relating to fees for copies of police reports.
2. Only Records Bureau employees are authorized to accept cash payments into and disburse change from the Records Bureau cash register. No other disbursements are allowed.
3. Records Bureau employees are not authorized to make cash disbursements from any fees collected, other than when making change in the course of an authorized transaction.
4. Any allowable Records Bureau transactions, as defined in this section, which exceed \$30.00, shall only be conducted upon authorization by the Commanding Officer of the Records Bureau.

B. Accounting.


1. A daily register tape showing all cash transactions, and a daily balance sheet showing an accounting for the initial and ending cash balances and coin / bill denominations held in the cash register, shall be kept by the Records Bureau.
2. Copies of the register tapes and balance sheets shall be forwarded to the officer-in-charge of the Property and Evidence Bureau on a weekly basis, who shall perform a weekly accounting of the Record Bureau's cash activities.
3. The officer-in-charge of the Property and Evidence Bureau shall turn over the cash and copies of all transaction records to Providence City Hall on a weekly basis.

III. NARCOTICS & ORGANIZED CRIME (NOC) BUREAU TRANSACTIONS

- ### **A.**
- NOC investigative funds/transactions shall be handled in accordance with General Order 360.02, entitled "Narcotics and Organized Crime".

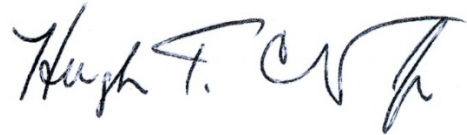
NOTE: This order is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third-party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

APPROVED:



STEVEN M. PARÉ
COMMISSIONER
DEPARTMENT OF PUBLIC SAFETY

APPROVED:



HUGH T. CLEMENTS, JR.
COLONEL
CHIEF OF POLICE